



USAID
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72068720R10010
ISSUANCE DATE: August 29, 2020
CLOSING DATE: September 20, 2020

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor
Accounting Technician, FSN-09 grade

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development Mission to Madagascar (USAID/Madagascar), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with the **Attachment** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attachment.

Sincerely,

Debbie Jackson
Contracting Officer

ATTACHMENT

**Solicitation for a Cooperating Country National Personal Service Contractor, CCNPSC
Accounting Technician, FSN-09 Grade**

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER** 72068720R10010
- 2. ISSUANCE DATE** August 29, 2020
- 3. CLOSING DATE** September 20, 2020
FOR RECEIPT OF OFFERS
- 4. POINT OF CONTACT** Dany Randrianatoavina
AntananarivoUSAIDHR@usaid.gov
Phone: + (261) 33 44 320 00
- 5. POSITION TITLE** Accounting Technician
- 6. MARKET VALUE** MGA 35,763,992 to MGA 59,010,592 per annum, equivalent to FSN-09, in accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Madagascar. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE** The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds. The base period will be one year, estimated start date on or about 02/28/2021. Based on Agency need, the Contracting Officer (CO) may exercise an additional option period of 4 years, for the date estimated as follows:
- | | |
|---------------|----------------------------------|
| Base Period | o/a 02/28/2021 to o/a 02/27/2022 |
| Option Period | o/a 02/28/2022 to o/a 02/27/2026 |
- 8. PLACE OF PERFORMANCE** Antananarivo, Madagascar
Duties With possible travel as stated in the Statement of
- 9. SECURITY LEVEL REQUIRED** Facility & Computer Access

10. ELIGIBLE OFFERORS:

This vacancy is open to Malagasy citizen and non-Malagasy citizen lawfully admitted for permanent residence in Madagascar. Non-Malagasy citizen will be compensated on the same schedule of salaries and benefits as are Malagasy citizens.

11. STATEMENT OF DUTIES:

Financial Document Review, Reconciliation and Administration

- Conducts initial review of all operating expenses (OE) and program funded documents to determine reasonableness of budget estimates, mathematical accuracy, propriety of financial provisions and funds availability; provides the necessary fund account codes when a fund cite is required.
- Participates in meetings with technical offices such as quarterly accrual meeting to provide financial information and assist in program financial monitoring.
- Conducts funding review and verification of commitments for OE and program purchase orders in GLAAS (USAID Procurement System).
- Responsible for required month-end postings, reconciliations and reporting procedures as well as quarterly, year-end and ad hoc reporting requirements.
- Reconciles ledgers and performs quarterly review of unexpended obligated balances (Section 1311 review) and postings of all OE allowances, obligations and sub-obligations to verify the legality and reasonableness of balances maintained.
- Conducts quarterly accruals verification and reporting processes on accruals estimation submitted by related parties.
- Other required tasks are quarterly testing on accruals estimations and improper payment (IPIA) to comply with the Internal Controls Assessment
- Performs annual 1099 vendors review and prepares required reporting to USAID/Washington.
- Conducts other related accounting duties such as OE budget analysis; ICASS budgeting, invoice/report preparation and database/plan maintenance; Annual Federal Management Financial Integrity Act assessment and reporting

Accounts Payable and Document Control Clerk Function

- Maintains an electronic tracking system for all incoming and outgoing OFM documents, including invoices, vouchers and supporting documents; retains hardy copy originals of official documents as required; examines and ensures invoices and vouchers are complete; stamps, dates, and logs invoices into Phoenix; establishes the payment due date according to the Prompt Payment Act requirements; and creates the Mission Invoice (MI) document.
- Scans and creates bar codes for all vendors; maintains accurate and up to date vendor records in Phoenix; reviews documentation for completeness; ensures the required administrative approval documentation is attached to invoices and vouchers as required; and determines the appropriate course of action for incomplete vouchers and invoices.
- Creates an Agency Secure Image and Storage Tracking System (ASIST) voucher folder; verifies that all scanned documents are properly recorded; ensures all supporting documentation is included in the folder; ensures vouchers are reviewed by the appropriate approver and approved with the appropriate signatures; and tracks the timely return of vouchers.

- Distributes logged voucher folders to the appropriate Voucher Examiner; communicates any issues from vendors in order to expedite the processing of payments; verifies all vouchers certified for payment; processes batch postings of disbursements from Phoenix; tracks all payment disbursements; conducts research of delayed payments as required; and notifies vendors of the estimated payment date.
- Prepares a weekly processed and unprocessed voucher report for each Voucher Examiner; identifies issues as needed; and scans copies of processed vouchers. Serves as OFM main contact for all inquiries received on the status of paid and unpaid vouchers.

Administrative Duties and Support

- Arranges and attends staff meetings, takes minutes and follows up on the implementation of decisions made therein. Makes logistical arrangements related to meetings, conferences, workshops. Prepares agenda, drafts minutes and reviews them with the Controller before distributing to participants. Actively participates in the ICASS meetings preparations.
- Drafts responses to non-technical actions and provides translation services from English to French and French to English.
- Serves as the primary Information Technology resource person in the Controller's Office providing guidance and assistance in the use of equipment and related applications. Obtains training as trainer on new features of such applications.
- Acts as the Timekeeper for Controller's Office. Designs and updates Annual Leave Plan in order to assist the Controller in managing all OFM staff leave and to inform EXO/HR. Updates the Controller's Office Organizational Chart.

The job holder may be expected to perform work-related travel.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

1) Supervisory Relationship

The contractor will report to the USAID Chief Accountant.

2) Supervisory Controls

Supervision of other USAID staff is not contemplated.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Offers will be initially screened by the Human Resources Office to determine whether they have met the minimum qualifications below. A list of qualified offers will be referred to the evaluation committee for further consideration and screening.

a. Education

Bachelor's Degree in Accounting, Finance, Business Administration, Economics or other related field with at least 12 credit hours (4 courses) in accounting or finance is required.

b. Prior Work Experience

Three years of progressively responsible experience in accounting, financial records management, or bookkeeping is required. Experience in using automated accounting systems, MS Word and Excel is required.

c. Language Proficiency

Must be able to communicate information coherently and concisely in both French and English.

d. Ability to obtain medical and security clearances.**e. For non-Malagasy citizens, the residency in Madagascar at the time of offer is required.****III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The Contracting Officer (CO) reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. FAR provisions of this solicitation are available at <https://www.acquisition.gov/browse/index/far>.

An evaluation committee will evaluate each offer who meets the minimum qualifications, against the evaluation factors listed below. The committee may conduct interviews of the most highly ranked candidates before making a recommendation to the CO. The successful candidate will be selected based on a review of his/her qualifications, work experience, knowledge, skills, and abilities; interview if applicable; and the results of reference checks. The evaluation committee may check references that have not been specifically identified by the candidates and may check references before or after a candidate is interviewed. Testing of language skills may be required.

We will only contact the highly ranked candidates shortlisted by the evaluation committee.

a- Prior Work Experience (30 points):

The candidates will be evaluated on their experience managing financial records and using automated accounting systems.

b- Job knowledge (30 points):

- Thorough knowledge of accounting policies, procedures and regulations governing the maintenance, reconciliation, balancing and closing of accounts;
- Familiarity with best practices in accounting and financial management.

c- Skills and abilities (40 points):

- Ability to analyze numerous accounting records and determine the need for various types of entries and adjustments;
- Ability to reconcile and balance accounts and to relate the purpose and objectives of projects to their costs and fiscal requirements;
- Ability to utilize data processing techniques;
- Ability to work under pressure, set and follow priorities;

- Ability to use automated accounting systems, and Microsoft Excel;
- Strong interpersonal and communication skills, including ability to present financial information to outside stakeholders.

IV. SUBMITTING AN OFFER

1. Eligible Offerors **are required** to submit the following. Incomplete submissions will not be considered:
 - a. **Completed Federal and SIGNED form AID 309-2:** “Offeror Information For Personal Services Contracts with Individuals”, available at the USAID website, on www.usaid.gov/forms.
 - b. **A cover letter in English:**
Specifically addressing each of the selection factors listed above in detail that makes the offeror qualified for the position:
 - His/her education and experience
 - His/her knowledge
 - His/her skills and abilities.
 - c. **Curriculum vitae (CV) or resume in English:** with your telephone number and contact information (home or office address, e-mail address, etc.);
 - d. **Diplomas and certificates:** photocopies of any documents demonstrating that the offeror meets the minimum qualifications. Offerors are encouraged to submit photocopies. Originals will not be returned;
 - e. **References:** Offerors are required to provide at least five (5) references with complete contact information, including professional relationship, current e-mail address and telephone numbers, who are not family members or relatives. The offeror’s references must be able to provide substantive information about his/her past performance and abilities. Reference checks will be made only for top-ranked candidates. If an offeror does not wish for the current employer to be contacted as a reference check, this should be stated in the AID 309-2 form. The interviewing committee will delay such reference check pending communication with the offeror;
 - f. **Additional documents for non-Malagasy citizens:** Photocopy of Malagasy long term “visa de séjour” at the time of offer, or any other residency justifications.
2. Offeror submissions must be received by the closing date and time specified in **Section I, item 3**, and submitted to the **Point of Contact in Section I**. electronically to the e-mail address: AntananarivoUSAIDHR@usaid.gov.
3. Subject line for submission:

“Accounting Technician [your name]”

All documents should be in Adobe Acrobat Reader format (.pdf) and/or Word format (.doc or .docx). We will not open compressed files (.zip, .rar, etc.)

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

- 1) Security Eligibility and Facility Access: Prior to award, the selected individual must be able to obtain the security clearance. Completed SF-85P form will be required. The Regional Security Officer (RSO) at the Mission will make a determination. Temporary clearances may be requested while a personal background investigation is conducted. USAID will assist in this.
- 2) Medical Clearance and Certification: Prior to award, the selected individual will be required to obtain a medical clearance. S/he will go through a medical examination at a designated clinic. Pre-Employment Medical Information form will be provided.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS

- Employer contribution to Caisse Nationale de Prévoyance Sociale (CNaPS)
- Employer contribution to a health insurance plan for the selected individual and eligible family members

2. ALLOWANCES

- Transportation allowance is 15% of basic salary
- Miscellaneous allowance is MGA 1,100,000/year
- Annual bonus is 10% of annual basic salary.

VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRIC E (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor_
1001	Option Period – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
 - AAPD 06-08: AIDAR, Appendices D AND J: Using The Optional Schedule To Incrementally Fund Contracts
 - AAAPD 03-11: Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

USAID IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND PROVIDES EQUAL OPPORTUNITY AND FAIR AND EQUITABLE TREATMENT IN EMPLOYMENT TO ALL PEOPLE WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, POLITICAL AFFILIATION, MARITAL STATUS, OR SEXUAL ORIENTATION.

END OF SOLICITATION